



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

TISS/ADVT/CEI&AR /January 2018

Non-faculty positions at the Centre for Education Innovation and Action Research (CEI&AR)

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 54 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to practitioners committed to creating a just society through education, generation of knowledge and field action and invites interested persons located within and outside India to apply for the following positions at the Centre for Education Innovation and Action Research (CEI&AR).

The **Centre for Education Innovation and Action Research (CEI&AR)** at TISS Mumbai has been established to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the needs of India education to raise quality and standards and relevant to the developing world, and the innovative use of new technologies and media. Towards this, the Centre collaborates and engages with research, development, teaching and field action.

Applications to Non-faculty positions are invited for the Connected Learning Initiative (CLIX) project of CEI&AR.

The **Connected Learning Initiative (CLIX)** is an innovative field action programme launched by the CEI&AR, to improve the professional and academic prospects of high school's students from underserved communities in India. CLIX incorporates thoughtful pedagogical design and leverages contemporary technology, including online capabilities, to provide quality educational content and experiences at scale in the areas of Mathematics, English and Science along with the development of Values. Teacher education is an integral part of the initiative. The initiative aims to reach a total of approximately 1,000 schools and 150,000 students in 4 states, as well as conduct professional development for approximately 4500 teachers. CLIX involves partnerships and collaborations with research and development institutions, and state governments. For more information, please visit <https://clix.tiss.edu/>

Non-Faculty Positions

S.No	Positions	No. of positions	Location	Period	Job Description	
1.	Senior Research Associate- Research	One	Bengaluru	Until 31 st March 2018 (extendable for an additional year)	See below	Download
2.	Research Associate- Research	Two	Bengaluru /Mumbai	Until 31 st March 2018 (extendable for an additional	See below	Download

				year)		
3.	Research Associate-English	Three	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
4.	Software Developer – Front-end UI/UX	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
5.	Software Developer – Back end, Interactives	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
6.	Systems Administrator – (Student Delivery Platform)	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
7.	Systems Administrator – (Teacher Professional Development Platform)	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
8.	Software Developer - OpenedX	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
9.	Software Test Engineer	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
10.	Engineer - IT helpdesk	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
11.	Communication Assistant- Web Site and Social Media Manager	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
12.	Office Admin cum Account In charge	One	Bengaluru	Until 31 st March 2018 (extendable for an additional year)	See below	Download
13.	Senior Admin Executive	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download

14.	Senior Accounts Executive	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download
15.	Junior Admin cum Account Assistant	One	Bangalore	Until 31 st March 2018 (extendable for an additional year)	See below	Download
16.	Office Attendant	Two	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download

Last date of Receipt of Application: 31st January 2018 (online application only, see below).

Interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted at Mumbai in **second week of February 2018**.

Application fee: The application fee of Rs. 500/- be paid on-line. For SC/ST/PWD candidates the fee is not applicable. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

Other Conditions:

- The Institute reserves the right to not fill up the vacancies advertised.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- No queries or correspondence regarding issue of call letter for interview / selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview.

The candidates are requested to apply online through the link (Apply now) provided alongwith this advertisement on the Institute's website www.tiss.edu.

The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

**Administrative Officer (P&A)
TISS, Mumbai**

Job description

Senior Research Associate- Research- One position

The person will be expected to assist the research team in managing and coordinating the research activities.

Key Responsibilities:

- Assist the research team in the various activities such as literature review, preparing bibliographies, preparing data collection tools, sampling, data analysis, and report writing.
- Be actively involved in the impact evaluation study (baseline/midline/end line) in all stages of the research process
- Assist and support research studies planned and being conducted by team members across TISS.
- Undertake analysis of data gathered via platform analytics.
- Provide research assistance to the Research Lead and PI in preparation of the research design and its implementation at the field sites
- Assist the research team in the organisation and the conduct of orientation/ training for various members based on capacity needs.

Qualifications:

Applicants must be a post-graduate in Social Sciences (Economics)/ Development Studies or equivalent from recognized institutions.

Experience:

- Minimum three years of relevant experience of having worked on research projects, preferably in the field of education technology.
- Experience of independently working on research-based tasks with tight deadlines
- Experience of using statistical packages like STATA/SPSS etc.

Skills & Competencies Required:

- Ability to meet deadlines and work on a range of research tasks
- Ability to read/write/communicate in English, Hindi and any other local language
- Willing to travel to field locations as and when required
- Ability to support field teams and partners; especially to trouble shoot or offer guidance, as appropriate under the supervision of the Research Lead
- Ability to work in a diverse team.

Remuneration:

Gross monthly remuneration for the position will be between Rs. 45,000 and 55,000/ per month or higher, commensurate with qualification and experience.

Location:

Bengaluru, with frequent travel to implementation sites.

Research Associate- Research- Two position

The person will be expected to assist the research team in managing and coordinating the research activities.

Key Responsibilities:

- Assist the research team in the various activities such as literature review, preparing bibliographies, preparing data collection tools, sampling, data analysis, and report writing.
- Assist the ongoing monitoring using digital tools and online technology platforms.
- Support the field research teams as and when required
- Assist the Research Lead in preparation of the research design and its implementation at the field sites
- Assist the research team in the organisation and the conduct of orientation/ training for implementation partners and field teams based on capacity needs.

Qualifications:

Applicants must be a post-graduate in Social Sciences/ Development Studies or equivalent from recognized institutions.

Experience:

- Minimum two years of relevant experience of having worked on research projects, preferably in the field of education technology.
- Experience of independently working on research-based tasks with tight deadlines

Skills & Competencies Required:

- Ability to meet deadlines and work on a range of research tasks
- Ability to read/write/communicate in English, Hindi and any other local language
- Willing to travel to field locations as and when required
- Ability to support field teams and partners; especially to trouble shoot or offer guidance, as appropriate under the supervision of the Research Lead
- Ability to work in a diverse team.

Remuneration:

Gross monthly remuneration for the position will be between Rs. 35,000 and 45,000/ per month or higher, commensurate with qualification and experience.

Location:

Mumbai/ Bengaluru, with frequent travel to implementation sites.

Research Associate- English- Three position

The person will be expected to assist the English domain group

Key Responsibilities:

- Design and create curricular content for Open Educational Resources being developed for teachers and students of ESL.
- Conduct related training programs with teachers in associated CLIX states
- Coordinate with State Implementing Teams on various aspects of course delivery (technical, pedagogical and research) and travel to field sites for roll out of modules, data collection and related work.
- Prepare and administer research tools in a timely manner.
- Monitor the use of digital courses and online technology platforms made available to teachers in the CLIX ecosystem
- Draft and write reports, conduct literature reviews, source and index research papers.

Qualifications:

Applicants must be post-graduates in English, /ELT, Social Sciences or Development Studies or equivalent from recognized institution

Experience:

- Two to three years of relevant experience of having worked on research projects and/or teaching experience.
- Experience of independently handling the tasks with tight deadlines with attention to details.
- Good writing skills with prior experience in preparing lesson plans, research reports, etc.

Skills and competencies required:

- Ability to meet deadlines and work on a range of production task
- Ability to read/write/communicate in English, Hindi and/or Telugu
- Teaching experience in middle/high school and/or a degree in ELT

Remuneration

Gross monthly remuneration for the position will be in the range of Rs. 40,000 - 50,000/ per month or higher, commensurate with qualification and experience.

Location: Mumbai

Software developer - Front-end, UI/UX – One Position

This person will work with the developer team, content teams and the implementation teams of CLIX – right from the requirements stage to rollout of the Frontends of the platform and tools, websites, CLIX learning modules.

Key Responsibilities:

- Life cycle aspects of UI/UX and interactives for the Student delivery platform, Teacher professional development platform, Website – including programming, testing and delivery
- Working with the Implementation teams Teacher Professional Development Program – taking feedback and folding it into the development
- Working closely and proactively under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Handholding and leading the Interns from time to time - who could be part of independent programmes

Desired Profile/Skills:

- Comfort with the general front-end technologies and the ability to work with new technologies
- Deep experience with HTML5, Javascript, UI/UX design – especially Responsive web design.
- Ability to understand the requirements and execute bite-sized Interactives
- Proven ability to leverage various libraries for Javascript, such as ReactJs, Node.js, JQuery, AngularJS and other frameworks like Ajax.
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to design and develop mobile / Android apps.
- Comfort with Python
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 3-4 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 40000 per month. It will be commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

Software developer - Back-end, Interactives – One Position

This person will work with the developer team and the content teams of CLIX – right from the requirements stage to rollout of the platform and tools, CLIX learning modules.

Key Responsibilities:

- Life cycle aspects of one or more of the following: Backend development, Interactives, dashboards, analysis of research data etc for the Student delivery platform, Teacher professional development platform, Website – including programming, testing and delivery
- Working with the Implementation teams Teacher Professional Development Program – taking feedback and folding it into the development
- Working closely and proactively under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Handholding and leading the Interns from time to time - who could be part of independent programmes

Desired Profile/Skills:

- Comfort with the general front-end technologies, in depth knowledge of backend technologies and the ability to work with new technologies.
- Deep experience with one or more of the Languages (Python, PHP, Ruby) and Frameworks based on them (Django, Zend/Symfony/Yii, Rails/Sinatra).
- Designing and leveraging databases based on RDBMS such as MySQL; MongoDB
- Awareness of backend tools such as Paperclip, Refile, Carrierwave
- Good exposure to one or more of: HTML5, Javascript; ability to leverage various libraries for Javascript, such as ReactJs, Node.js, JQuery, AngularJS and other frameworks like Ajax.
- Ability to understand the requirements and execute bite-sized Interactives
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus
- Experience with Neo4j and Clojure will be a plus

Experience:

- 2-3 years of relevant experience in a software industry

- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 50000 per month. It will be commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

Systems Administrator – (Student Delivery Platform) - One Position

This person will work with the developer and the field implementation teams of CLIX – right from the requirements stage to rollout of the platform and tools, CLIX learning modules.

Key Responsibilities:

- Sys/network related overall tasks: Administration, provisioning, maintenance, operations & support, advisory
- Life cycle aspects of building, packaging, delivering the collection of data for onward analysis/research data for the Student delivery platform, Teacher professional development platform, Website – including scripting, testing and delivery
- Scripting of various tasks, making installers, doing field trials
- Installing, configuring and trouble shooting systems – both internally and at the school labs
- Working closely and proactively with the tech team members, under the guidance of the Project Manager
- Credentials / userbase management
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Troubleshooting and handholding – for effective use of the software platforms, by the CLIX field teams and the end-users such as teachers and students
- Producing short tutorials – both video and textual on various aspects of trouble shooting / maintenance of the Platforms
- Being present in the relevant social media platforms for the field troubleshooting and coordination
- Working in harmony with the Datacenter of the host organization TISS
- Ability to independently used

Desired Profile/Skills:

- Reasonable exposure to DevOps and Full-stack development related parameters and issues
- Significant experience with networks, web hosting, troubleshooting and allied matters
- Deep experience with opensource based systems such as Linux, Systems administration, virtual servers & container / docker based systems – building and packaging installers and patches
- Solid experience in shell scripting
- Reasonable exposure to Python
- Process based approach towards maintaining digital assets – like backup regimens, fail-proofing, hardware health and capacity monitoring, traffic and usage analysis, software process monitoring
- Significant experience with Opensource modes of development – on Linux variants, github.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.

- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus
- Systems Administration/System Engineer certification in Unix is preferable though not necessary

Experience:

- 4-5 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 45000 per month. It will be commensurate with qualification and experience.

Location:

Mumbai (may involve traveling to the intervention states)

Systems Administrator – (Teacher Professional Development Platform) - One Position

This person will work with the developer, teacher professional development and the field implementation teams of CLIX – right from the requirements stage to rollout of the platform and tools, CLIX TPD modules.

Key Responsibilities:

- Sys/network related overall tasks: Administration, provisioning, maintenance, operations & support, advisory
- Life cycle aspects of building, packaging, delivering the collection of data for onward analysis/research data for the Teacher professional development platform
- Monitoring and upgrading, migrating and backing-up data – in the context of the continuous development of OpenedX
- Credentials / userbase management
- Working closely and proactively with the tech team members, under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Troubleshooting and handholding – for effective use of the software platforms, by the CLIX field teams and the end-users such as teachers and students
- Producing short tutorials – both video and textual on various aspects of trouble shooting / maintenance of the Platforms
- Being present in the relevant social media platforms for the field troubleshooting and coordination
- Working in harmony with the Datacenter of the host organization TISS
- Ability to independently used

Desired Profile/Skills:

- Reasonable exposure to DevOps and Full-stack development related parameters and issues
- Understanding of the basic underpinnings of MOOCs
- Significant experience with OpenedX – installation, configuring, monitoring, upgrading and troubleshooting, user management, backup and recovery – along with the management of mobile applications that would access the server
- Keeping the knowledge current – with respect to OpenedX
- Significant experience with networks, web hosting, troubleshooting and allied matters
- Deep experience with opensource based systems such as Linux, Systems administration, virtual servers & container / docker based systems – building and packaging installers and patches
- Solid experience in shell scripting
- Process based approach towards maintaining digital assets – like backup regimens, fail-proofing, hardware health and capacity monitoring, traffic and usage analysis, software process monitoring
- Significant experience with Opensource modes of development – on Linux variants, github.

- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 4-5 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 60, 000 – Rs 75,000 per month. It will be commensurate with qualification and experience.

Location:

Mumbai (may involve traveling to the intervention states)

Software Developer - OpenedX- One Position

This person will work with the developer team and the Teacher Professional teams and the Systems Administrators of CLIX – right from the requirements stage to rollout of the platform and tools, CLIX learning modules.

Key Responsibilities:

- Life cycle aspects of OpenedX backend development – including scripting, data analysis, programming, testing and delivery
- Working with the Implementation Teams Teacher Professional Development Program – taking feedback and folding it into the development
- Working closely and proactively under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Handholding and leading the Interns from time to time - who could be part of independent programmes

Desired Profile/Skills:

- Comfort with the general front-end technologies, in depth knowledge of backend technologies involved in OpenedXe and the ability to work with new technologies.
- Wizardry with Python - or a deep experience with one or more of the Languages (Python, Ruby) and Frameworks based on them (Django, Rails/Sinatra).
- Comfort with OpenedX stacks such as bitnami – with deep experience in two or more of the current versions of the following: - Apache web server, Elasticsearch, Erlang, Java, Memcached, RabbitMQ, RubyGems.
- Designing and leveraging databases based on RDBMS such as MySQL; MongoDB
- Awareness of backend tools such as Paperclip, Refile, Carrierwave
- Good exposure to one or more of: HTML5, Javascript; ability to leverage various libraries for Javascript, such as ReactJs, Node.js, JQuery, AngularJS and other frameworks like Ajax.
- Ability to understand the requirements and execute bite-sized Interactives
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.

- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 3-4 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 50,000 – Rs 60,000 per month. It will be commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

Software Test Engineer- One Position

The person will work with the developer, content and sysadmin teams at CLIX – right from functionality testing stage to rollout of the the platform and tools, integrated with CLIX learning modules.

Key Responsibilities:

- Ownership of the testing cycle aspects of student and teacher delivery platforms, mobile apps, content packaging, installer packaging – including scripting, analysis, testing and delivery
- Working with the content, developer, teacher professional development, sysadmins teams – taking feedback and folding it into the development teams and others for fixes
- Working closely and proactively under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation – including test reports
- Handholding and leading the Interns from time to time - who could be part of independent programmes

Desired Profile/Skills:

- Comfort with the general front-end technologies, UI/UX and a reasonable ability to work with new technologies.
- Ability to understand the functional requirements, translating them to test cases and keeping communication channels open both ways
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- **Should be** an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable **with change and complexity in dynamic environments**.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 4-5 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release will be a plus

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 40,000 per month. It will be commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

Engineer - IT helpdesk- One Position

This person will work with all the employees of the programme – including developer, content and sysadmin teams at CLIX – and will manage the basic technology infrastructure, office productivity applications, networks and systems.

Key Responsibilities:

- Ownership of all the in-house technology infrastructure, tracking and maintaining them
- Working with Implementation Technology Manager and the SysAdmins and participating in the tech tasks assigned by them
- Troubleshooting of network and systems issues that may happen from time to time – and providing a high quality of service
- Setting up and managing infrastructure during events organized by CEIAR
- Working closely and proactively under the guidance of the Implementation Tech Manager
- Participating in the conference calls & discussions with the other members of the tech team
- Participating in relevant social media for field support
- Management of vendors on a need-basis
- Creating and maintaining comprehensive documentation and trackers – including tech reports

Desired Profile/Skills:

- Comfort with the general software technologies, operating systems, networks – both wired and wireless, UI/UX and a reasonable ability to work with new technologies.
- Ability to understand the functional requirements from non-Technology focused colleagues, translating them to solutions, and keeping communication channels open both ways
- Experience with Opensource modes of development – on Linux variants.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- **Should be** an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable **with change and complexity in dynamic environments**.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 1-2 years of relevant experience in a software industry – in a IT helpdesk capacity

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 30,000 per month. It will be commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

Communication Assistant- Web Site and Social Media Manager: One position

Key Job Responsibilities:

- Drive generation of blogs; Update and monitor blogs on the website
- Periodically update content- text, images, videos
- Handle the monthly Newsletter
- Manage Facebook page
- Create and Manage a Twitter account
- Liaise with CLIX members (domain teams, tech teams and state teams), web designers,

Skills & Competencies:

- Knowledge of Word press
- Eye for detail, ability to understand prospective audience,
- Ability to think out of the box, to trouble shoot, anticipate and plan work and work under pressure.
- Good interpersonal skills

Qualifications: Graduate or a post graduate in any discipline from a recognized institution

Experience: Minimum of 1 year of experience in Website and Social Media management

Remuneration:

Gross monthly remuneration for the position will be between Rs. 25,000 and 30,000/ per month or higher, commensurate with qualification and experience.

Location: Mumbai

Office Admin cum Account In charge- One position

The person will be expected to handle the accounting and submission/release of funds and ensure efficient day-to-day operation of the Centre office and support the work of faculty and Centre team.

Key Job Responsibilities:

- Responsible for Day to Day Accounting of expenses, cash and bank.
- Handling of petty cash.
- Responsible for filing/ retrieval and managing of documents and back-up of electronic files
- Maintain travel and leave records
- Coordinating the events/ meetings
- Coordinate the maintenance of office equipment
- Provide secretarial assistance to the Programme Director

Qualifications: Commerce Graduate / Post Graduate or equivalent from a recognized institution.

Experience: Minimum of three years' experience in Account Reconciliation and general administrative work.

Skills & Competencies:

- Working knowledge of Tally ERP 9
- Knowledge of Service Tax and Income Tax.
- Should be able to work with Team.
- Good verbal and written communication skills
- Knowledge of office procedures
- Proficiency in word processing, spread sheets and internet research abilities
- Proficiency in the use of office equipment

Remuneration:

Gross monthly remuneration for the position will be in the range of Rs. 35,000 - 40,000/ per month or higher, commensurate with qualification and experience.

Location: Bengaluru

Senior Admin Executive: One position

This position will ensure the efficient day-to-day operation of the Centre's Mumbai office and support the work of faculty and Centre team based in Mumbai.

Key Job Responsibilities:

- 1) Make logistics arrangements for meetings and workshops, including booking of venue, arrangements for transportation and accommodation along with other backend support such as printing of background material, follow-up with participants of such meetings etc.
- 2) Assist with travel arrangements such as ticket booking, accommodations, travel advances etc for staff and invited guests.
- 3) Filing/ retrieval and managing of documents and back-up of electronic files.
- 4) Arrange and Maintain travel and leave records of staff.
- 5) Receive and store the office supplies ensuring that basic supplies are always available.
- 6) Assist in writing minutes, tracking of official letters.
- 7) Supervise maintenance of office space.
- 8) Assist in inventory management and maintenance of equipment.
- 9) Facilitate procurement procedures and vendor management.
- 10) Facilitate arrangements for international travel of staff members.
- 11) Provide secretarial assistance to the COO/Programme Director
- 12) Any other task may also be allocated – as and when required.

Qualifications: Graduate from a recognized institution with MSCIT from Government recognized Institution. Diploma in Computer Business Application desirable.

Experience: Minimum of three years' experience in general administrative work.

Skills & Competencies:

- Knowledge of office procedures
- People skills
- Fluency in written and verbal English
- Proficiency in word processing, spread sheets and internet research abilities
- Proficiency in the use of office equipment

Remuneration:

Gross monthly remuneration for the position will be between Rs. 25,000 and 30,000/ per month or higher, commensurate with qualification and experience.

Location: Mumbai

Senior Accounts Executive: One position

Applications are invited from highly motivated, hard-working, multi-tasking, pro-active, creative and competent professional for the position of **Senior Accounts Executive**.

Key Responsibilities:

- 1) Management of Overall Finance and Accounting procedures at the Centre.
- 2) Prepare Expenditure Statements and Reports on regular basis.
- 3) Facilitating all accounting voucher entries.
- 4) Facilitate release of advances and payments to vendors and staff.
- 5) Maintain data records in Tally/ Excel as per Centre's requirements.
- 6) Handle Internal accounting payments and receipts
- 7) Facilitate preparations of debit notes, credit notes, invoices and be responsible for transactions of payments
- 8) Maintaining updated records of In-ward and Outward entry of finance related documents
- 9) Preparation and review of Financial Reports (Quarterly, Half-yearly, Annual reports, any other)
- 10) Coordinate with Statutory Auditors and facilitate audits of the Centre's projects.
- 11) Prepare and review of matrix for the inflow & outflow of cash/ funds/ accommodation rent etc.
- 12) Any other task may also be allocated – as and when required.

Qualification: M. Com or MBA with minimum 55% marks with MSCIT from Government recognized Institution.

Experience: Minimum Three years' experience in the field of Finance and Accounts. Hands on experience in Tally must.

Skills & Competencies:

- Knowledge of office procedures
- People skills
- Fluency in written and verbal English
- Proficiency in word processing, spread sheets and internet research abilities
- Proficiency in the use of office equipment

Remuneration:

Gross monthly remuneration for the position will be between Rs. 25,000 and 30,000/ per month or higher, commensurate with qualification and experience.

Location: Mumbai

Junior Admin cum Account Assistant- One position

This position will ensure the efficient day-to-day operation of the Centre office and support the work of faculty and Centre team.

Key Job Responsibilities:

- Make travel, meeting and other arrangements for staff, and provide support in terms of background material and follow-up
- Arranging travel for team
- Support in review of invoices and manage accounts
- Prepare and send outgoing faxes, mail, and courier
- Assist in organizing the events
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Coordinate the maintenance of office equipment

Qualifications: Graduate or equivalent from a recognized institution.

Experience: Minimum of one to two years of experience in general administrative and accounting work.

Skills & Competencies:

- Knowledge of office procedures
- People skills
- Fluency in written and verbal English
- Proficiency in word processing, spread sheets and internet research abilities
- Proficiency in the use of office equipment

Remuneration:

Gross monthly remuneration for the position will be in the range of Rs. 20,000 - 22,000/ per month or higher, commensurate with qualification and experience.

Location: Bengaluru

Office Attendant - Two position

This position will support the daily work of faculty and Centre team based in Mumbai.

Key Job Responsibilities:

- Keeping files in orderly and organised way
- Opening of office
- Passing of official documents between various department
- Making sure that faculty and Centre team has all the basic needs at their desk
- Making entries of incoming documents/letters
- Assist in basic office duties such as photocopying, filling and assisting superiors on their demand
- To maintain the Cleanliness of office, office equipment and furniture
- To perform other related tasks upon demand to support faculty and Centre team

Qualifications: High school pass

Experience: Minimum of three years' experience in general administrative work.

Skills & Competencies:

- Ability to handle multiple task efficiently
- People skills
- Ability to prioritize work
- Proficiency in the use of office equipment
- Good communication and time management skills

Remuneration:

Gross monthly remuneration for the position will be between Rs. 11,000 and 14,000/ per month or higher, commensurate with qualification and experience.

Location: Mumbai